



# *ASSIGNMENT SATISFACTION KEY (ASK) Soldier Satisfaction Module (SAM)*



## **HOW TO UPDATE ASSIGNMENT PREFERENCES**

**ASK** - THE KEY TO ENFLUENCING YOUR ASSIGNMENT

# **PURPOSE**

PROVIDE INFORMATION ON THE  
PROCESS TO UPDATE ASSIGNMENT  
PREFERENCES VIA THE ASSIGNMENT  
SATISFACTION KEY

**ASK and SAM are  
part of the Personnel  
Transformation**

# **REFERENCES**

**AR 614-200, Selection of Enlisted Soldiers for Training and Assignment**

**AR 600-8-11, Reassignment**

**MILPER Message 02-005, dated 10 October 2001, subject: Web Access to Enlisted Assignment Information**

# ENLISTED PERSONNEL TRANSFORMATION

**GOAL: REDUCING TURBULENCE AND INCREASING  
PREDICTABILITY AND SOLDIER SATISFACTION**

**ASK**

**SAM**

**= REVOLUTIONIZING THE WAY WE DO  
BUSINESS AND INCREASING THE CAPABILITY  
FOR SOLDIERS TO INFLUENCE THEIR  
CAREER**

# ENLISTED PERSONNEL TRANSFORMATION

## ASK

### ASSIGNMENT SATISFACTION KEY

- ASSIGNMENT PREFERENCES
- ASSIGNMENT VOLUNTEER
- CONTACT INFO
- SPECIAL DUTY



HQDA HRC



ASSIGNMENT  
MANAGER



SOLDIER

REQUISITIONS SOLDIERS

LOCATION  
FT HOOD

VOLUNTEER  
SGT SMITH  
SGT WEISS  
SGT JONES

SAM  
SOLDIER  
ASSIGNMENT  
MODULE

SAM - AUTOMATICALLY MATCHES  
SOLDIER QUALIFICATIONS AND  
PREFERENCES TO OPEN REQUISITIONS

## **↑SOLDIER ASSIGNMENT MODULE**

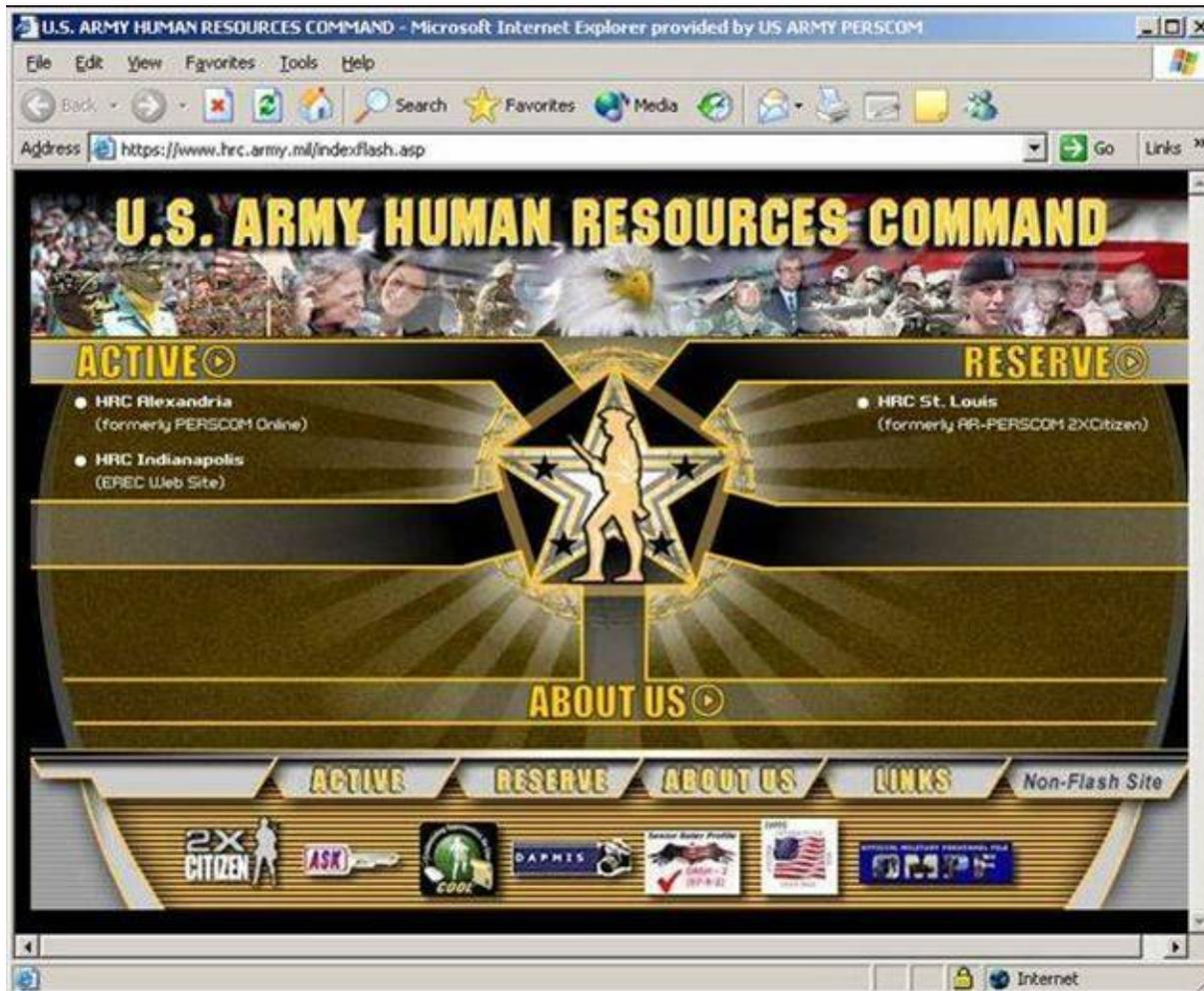
**↑INTEGRATES ASK INFORMATION TO IDENTIFY VOLUNTEERS AND SOLDIER ASSIGNMENT PREFERENCE WITHOUT PAPER**

**↗PROVIDES ASSIGNMENT MANAGERS AN AUTOMATION TOOL TO QUICKLY DETERMINE A SOLDIER'S ASSIGNMENT ELIGIBILITY**

**↗INCORPORATES CURRENT ASSIGNMENT ELIGIBILITY POLICIES TO IDENTIFY SOLDIERS MOST ELIGIBLE TO MOVE**

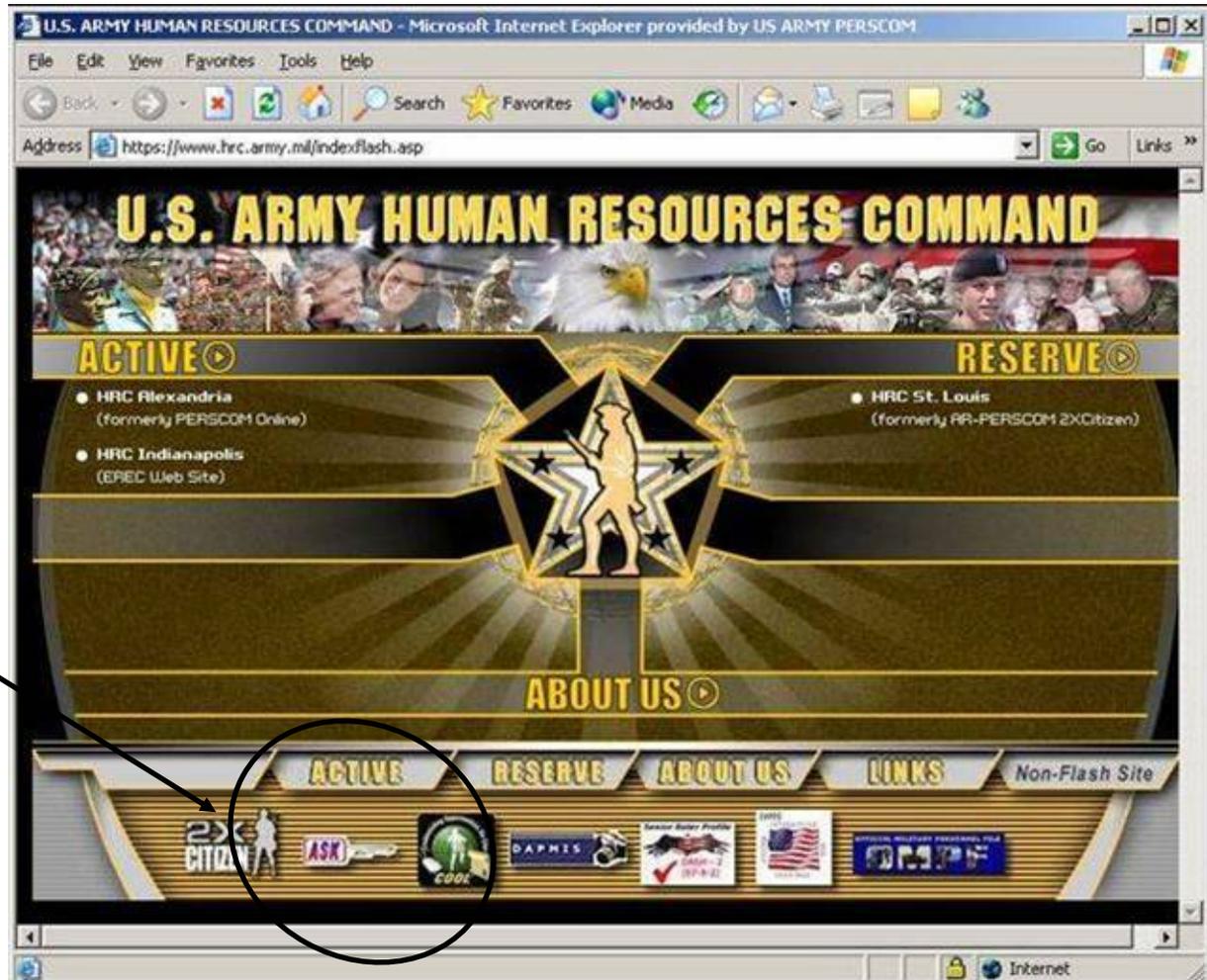
**↗CONTAINS SPECIAL FEATURES FOR MANAGING DRILL SERGEANT AND RECRUITER NOMINATIONS**

# WEB BASED AT: WWW.HRC.ARMY.MIL

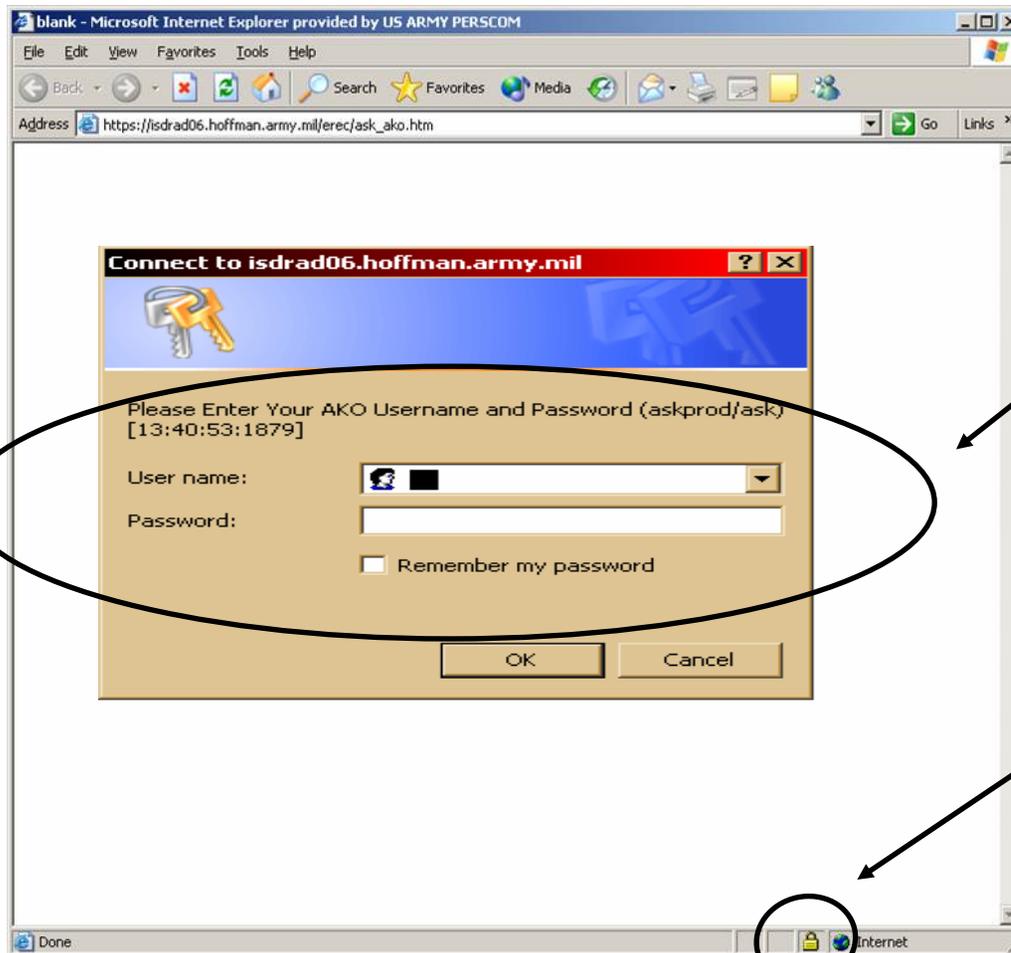


**ENTRY TO ASSIGNMENT SATISFACTION KEY (ASK)  
IS AT BOTTOM OF HRC'S MAIN WEB PAGE**

**CLICK THE  
ASK ICON  
FOR ENTRY**



# USE ARMY KNOWLEDGE ONLINE (AKO) ID AND PASSWORD TO LOGON TO THE SYSTEM



**PASSWORD & ID  
NEEDED FOR  
ACCESS TO ASK**

**A SECURE  
WEB PAGE**

# ASK WELCOME / INSTRUCTION PAGE



**CLICK HERE  
TO UPDATE  
INFORMATION**

## Assignment Satisfaction Key Information

You will be able to view/update your personal contact information, assignment preferences, indicate special duty interests, and/or volunteer for assignment locations.

Assignment preferences are no longer "Dream Sheets" as they used to be called.

Under the old "Dream Sheet" days, you could choose from 230 CONUS locations and 280 OCONUS locations. In reality, you had almost no chance of being assigned to many of these locations. The newly designed assignment preferences require you to select 2 CONUS locations from a Divisional Installation Listing and 1 CONUS location from a more expanded listing. You will be able to select 3 OCONUS locations from a listing of 4.

By providing you with realistic location options, we should be able to match Army readiness requirements with your assignment preferences. By submitting assignment preferences, you are contributing to the overall decision process and your vote will count. If you decline to submit assignment preferences, you will be assigned according to the needs of the Army.

To update your personnel contact information, complete the appropriate fields for address and telephone number. Update of mailing address is required before other screens can be accessed.

Assignment Preference - Assignment preferences are not indicative of a soldier volunteering for assignment. A preference indicates "if I must be reassigned, these are the locations I prefer.". You must select three CONUS and three OCONUS locations. Drop down boxes will list the location options. Just point and click on the location option desired. You may not select a location more than once.

For Volunteer - Assignment preferences must be updated prior to selection of volunteer locations. You may volunteer for up to 3 CONUS location and/or 3 OCONUS locations. When you volunteer you are stating "I would like to be reassigned now to one of the locations listed.". Drop down boxes are also used to display options.

For Drill Sergeant Assignment Preference Program - You must select 3 assignment volunteer locations in any combination of CONUS or OCONUS.

For Detailed Recruiter Assignment Preference Program - You must select 3 assignment volunteer locations in any combination CONUS or OCONUS.

For Personnel Data Lookup (PDL) You will be able to review your personnel information, which is from the database of record used by managers.

For special duty interest/volunteer - Soldiers may indicate an interest for consideration for their next assignment or can volunteer, which means they are interested in being assigned to a special duty assignment and/or airborne.

For U.S. Army Cadet Command - Soldiers may indicate an interest for future assignment to the U.S. Army Cadet Command.

**FIRST TIME USERS MUST  
GO TO, AND FILL IN,  
PERSONAL CONTACT  
DATA TO GAIN ACCESS TO  
OTHER PAGES**

# ASK WELCOME / INSTRUCTION PAGE (CONT'D)

For U.S. Army 3rd Infantry - Soldiers may indicate an interest for future assignment to the U.S. Army 3rd Infantry(Old Guard).

Homebase/Advanced Assignment (HAAP) - Soldiers in grade E4(P) through E8 pending assignment to a dependent restricted short tour will be considered for assignment to one of their CONUS assignment Preferences upon return to CONUS or if soldier elects to return back to current location.

NCOES Information is displayed at the bottom of the update screen. Questions concerning NCOES should be referred to: PLDC Contact Local Training NCO, BNCOC ...NCOES Branch at HRC (DSN 221-5362); for ANCOC, Contact your Career Branch.  
(click here for Career Branch Information) <https://www.perscom.army.mil/enlist/cb-let.htm>

Current Assignment - Displays pending assignment Report Date and Location.

ATRRS Course Information - Displays pending course information (Course, Class Number, Start Date, and End Date).

To obtain scheduling information call 1-800-FYI-EPMD

**CLICK HERE  
TO UPDATE  
INFORMATION**

CONTACT | HOME | PERSONAL CONTACT DATA | PREFERENCES | VOLUNTEER | **IN ASSIGNMENT** | PDL | AKO | LOGOFF



Privacy & Security

# ASK ASSIGNMENT INFORMATION UPDATE PAGE



## Personal Contact Data

Mailing Address Line1:	<input type="text"/>	(Required)
Mailing Address Line2:	<input type="text"/>	(Optional)
City:	<input type="text"/>	(US/Foreign)
State:	<input type="text"/>	(US)
Zip Code + 4:	<input type="text"/>	(US/APO/FPO)
APO/FPO:	<input type="text"/>	(APO/FPO)
APO/FPO Post Office:	<input type="text"/>	(APO/FPO)
Foreign Country:	<input type="text"/>	(Foreign)
Foreign Postal Number:	<input type="text"/>	(Foreign)
Home Phone #:	<input type="text"/>	(555) 5551212
Alternate Phone #:	<input type="text"/>	Length 18
Duty Phone DSN:	<input type="text"/>	5551212
Commercial:	<input type="text"/>	(555) 5551212
E-mail Address:	alatest.00012@us.army.mil	

OPTIONS

CLICK ON  
"UPDATE"  
WHEN  
FINISHED

FIRST TIME USERS MUST  
FILL IN PERSONAL  
CONTACT DATA TO GAIN  
ACCESS TO OTHER PAGES



# ASK ASSIGNMENT PREFERENCES PAGE



Preferences

## Assignment Preference Selections

CONUS

Date of Update:

FORT BRAGG, NC  
FORT BRAGG, NC  
ABERDEEN PROVING GROUND, MD

OCONUS

Date of Update:

ALASKA  
ALASKA  
ALASKA

Special Duty Interest

NO PREFERENCE  
NO PREFERENCE  
NO PREFERENCE

If selected for a dependent restricted tour

UPDATE

UPDATE ASK  
ASSIGNMENT  
PREFERENCES

CLICK ON  
"UPDATE"  
WHEN  
FINISHED

# ASK VOLUNTEER ASSIGNMENT PAGE

UPDATE ASK  
VOLUNTEER  
ASSIGNMENT  
SELECTIONS

CLICK ON  
“UPDATE”  
WHEN  
FINISHED

U.S. ARMY HUMAN RESOURCES COMMAND

ASK CONTACT HOME PERSONAL CONTACT DATA PREFERENCES VOLUNTEER ON ASSIGNMENT PDL AKO LOGOFF

Volunteer

### Volunteer Assignment Selections

CONUS  
Date of Update:  
NO PREFERENCE  
NO PREFERENCE  
NO PREFERENCE

OCONUS  
Date of Update:  
NO PREFERENCE  
NO PREFERENCE  
NO PREFERENCE

Special Duty Interest  
NO PREFERENCE  
NO PREFERENCE  
NO PREFERENCE  
NO PREFERENCE

UPDATE

CONTACT HOME PERSONAL CONTACT DATA PREFERENCES VOLUNTEER ON ASSIGNMENT PDL AKO LOGOFF

Assignment Satisfaction Key  
**ASK**  
Privacy & Security

# ASK DRILL SERGEANT ASSIGNMENT PAGE



Drill Sergeant

## Drill Sergeant Assignment Preference \*\*\*

CONUS

Date of Update:

NO PREFERENCE  
NO PREFERENCE  
NO PREFERENCE

OCONUS

Date of Update:

NO PREFERENCE  
NO PREFERENCE  
NO PREFERENCE

UPDATE

UPDATE ASK  
DRILL SERGEANT  
ASSIGNMENT  
SELECTIONS

CLICK ON  
"UPDATE"  
WHEN  
FINISHED

CONTACT | HOME | PERSONAL CONTACT DATA | PREFERENCES | DRILL SGT ASSIGNMENT PREF PGM | ON ASSIGNMENT | PDL | AKO | LOGOFF |

\*\*\* Drill Sergeant Assignment Preference Program, Select only 3 Locations



# ASK RECRUITER ASSIGNMENT PAGE



Recruiter

## Recruiter Assignment Preference

CONUS

Date of Update:

NO PREFERENCE

NO PREFERENCE

NO PREFERENCE

OCONUS

Date of Update:

NO PREFERENCE

NO PREFERENCE

NO PREFERENCE

UPDATE

UPDATE ASK  
RECRUITER  
ASSIGNMENT  
SELECTIONS

CLICK ON  
“UPDATE”  
WHEN  
FINISHED

CONTACT | HOME | PERSONAL CONTACT DATA | PREFERENCES | RECRUITER | ON ASSIGNMENT | PDL | AKO | LOGOFF



Privacy & Security

# ASK ON ASSIGNMENT PAGE



Current Assignment

## On Assignment Data

Report Date: No Data Available

Location: No Data Available

CONTACT | HOME | PERSONAL CONTACT DATA | PREFERENCES | RECRUITER | ON ASSIGNMENT | PDL | AKO | LOGOFF

**VIEW REPORT DATE  
AND LOCATION OF  
ASSIGNMENT, IF YOU  
ARE ON ASSIGNMENT**



Privacy & Security

# ASK PDL PAGE

**U.S. ARMY HUMAN RESOURCES COMMAND**

PDL | HOME | PERSONNEL | SPECIAL ACTION | ASSIGNMENT | TRAINING | ASK | AKO | LOGOUT

**WELCOME**

ATGTEST 00012      666000012      11/18/2003

Welcome to the Personnel Data Lookup (PDL). The purpose of the PDL is to give enlisted Soldiers access to their information maintained at the Human Resources Command (HRC) in Alexandria, Virginia. This information is used by assignment managers and professional development Noncommissioned Officers when Soldiers are considered for assignment or training.

You will be able to view Select Personnel Information, Spouse information, Married Army Couples Enrollment, Exceptional Family Member Enrollment, NCOES Military Education Level, and Military Training Course Scheduling.

## THE WELCOME TO PERSONNEL DATA LOOKUP (PDL) PAGE

# ASK PDL SELECTION PAGE

**U.S. ARMY HUMAN RESOURCES COMMAND**

**PDL** | HOME | PERSONNEL | SPECIAL ACTION | ASSIGNMENT | TRAINING | ASK | AKO | LOGOUT

**PERSONNEL INFORMATION**

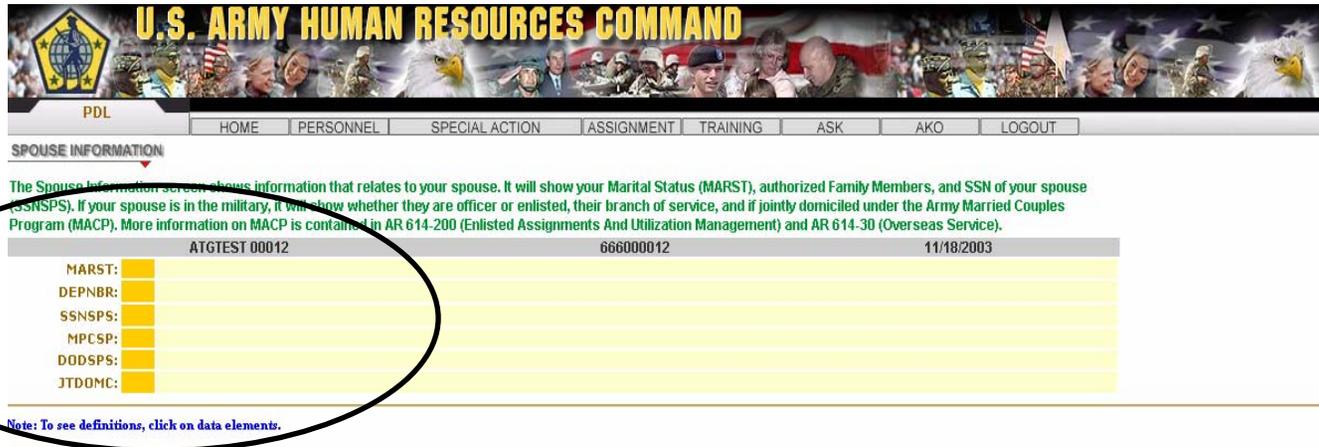
This page will allow you to select screens that contain Select Personnel Information. This information is on the Total Army Database (TAPDB) at HRC. If the screens show incorrect or erroneous information, please contact your local personnel office as most of this information is updated by field personnel offices using eMILPO

ATGTEST 00012	666000012	11/18/2003
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- The Spouse Information screen shows information that relates to your spouse. It will show your Marital Status (MARST), authorized Family Members, and SSN of your spouse (SSNSP). If your spouse is in the military, it will show whether they are officer or enlisted, their branch of service, and if jointly domiciled under the Army Married Couples Program (MACP). More information on MACP is contained in AR 614-200 (Enlisted Assignments And Utilization Management) and AR 614-30 (Overseas Service).
- The Military Occupational Specialty (MOS) Information reflects information on Primary MOS (PMOSEN), Secondary MOS (SMOSEN), Duty MOS (DYMOSE), Skill Level (INDSKL), Duty Skill Level (DYSKL), Special Qualifications (CTSQIE), Duty Special Qualifications (DYSQIE), Additional Skills (CTASIE), and Linguist Skills (CTLANG).
- The Miscellaneous Information screen shows your Grade (PGRAD), Date of Rank (PDOR), Enlistment or Reenlistment options (ENLOP/RENLOP), the Date you Entered Service (BASD), the Date your Term of Service Ends (ETS), your Assignment Eligibility (AEA), the Year and Month your Assignment Eligibility Ends (YMAEAT), the Date Eligible for Return From Overseas (DEROS), and the Date you Returned from Overseas (DROS). It will also show your Advanced Assignment Location (HAAPIN), your Term of Service (TOSAD), your Gender (SEX), and Date of Birth (DOB).
- The Noncommissioned Officer Education System (NCOES) Information screen shows your Military Educational Level [(MEL) the highest level of military training obtained] and Military Educational Status [(MES) enrolled, graduated, etc].

**SELECT LINK TO VIEW  
VIEW PERSONNEL DATA**

# ASK SPOUSE INFORMATION PAGE



**U.S. ARMY HUMAN RESOURCES COMMAND**

PDL HOME PERSONNEL SPECIAL ACTION ASSIGNMENT TRAINING ASK AKO LOGOUT

**SPOUSE INFORMATION**

The Spouse Information screen shows information that relates to your spouse. It will show your Marital Status (MARST), authorized Family Members, and SSN of your spouse (SSNSPS). If your spouse is in the military, it will show whether they are officer or enlisted, their branch of service, and if jointly domiciled under the Army Married Couples Program (MACP). More information on MACP is contained in AR 614-200 (Enlisted Assignments And Utilization Management) and AR 614-30 (Overseas Service).

	ATGTEST 00012	666000012	11/18/2003
MARST:			
DEPNBR:			
SSNSPS:			
MPCSP:			
DDDSPS:			
JTDOMC:			

Note: To see definitions, click on data elements.

**SCREEN SHOWS SPOUSE  
INFORMATION INCLUDING  
MARRIED ARMY COUPLES  
PROGRAM DATA**

# ASK MOS INFORMATION PAGE

**U.S. ARMY HUMAN RESOURCES COMMAND**

PDL HOME PERSONNEL SPECIAL ACTION ASSIGNMENT TRAINING ASK AKO LOGOUT

**MILITARY OCCUPATIONAL SPECIALTY**

The Military Occupational Specialty (MOS) Information screen shows information on Primary MOS (PMOSEN), Secondary MOS (SMOSEN), Duty MOS (DYMOSE), Skill Level (INDSKL), Duty Skill Level (DYSKL), Special Qualifications (CTSQIE), Duty Special Qualifications (DYSQIE), Additional Skills (CTASIE), and Linguist Skills (CTLANG).

	ATGTEST 00012	666000012	11/18/2003
PMOSEN:	00Z	COMMAND SERGEANT MAJOR	
SMOSEN:			
DYMOSE:			
INDSKL:	5	SKILL LEVEL 5	
DYSKL:			
CTSQIE:	A		
DYSQIE:			
CTASIE:	F1	OPERATIONS AND INTELLIGENCE (SPECIAL FORCES)	
CTLANG:	LT	LITHUANIAN	

Note: To see definitions, click on data elements.

**SCREEN SHOWS MOS  
INFORMATION INCLUDING  
PRIMARY, SECONDARY, ETC.**

# ASK MISCELLANEOUS INFORMATION PAGE

**MISCELLANEOUS INFORMATION**

The Miscellaneous Information screen shows your Grade (PGRAD), Date of Rank (PDOR), Enlistment or Reenlistment options (ENLOP/RENLOP), the Date you Entered Service (BACE), the Date your Term of Service Ends (LECS), your Assignment Eligibility (AEA), the Year and Month your Assignment Eligibility Ends (YMAEAT), the Date Eligible for Return From Overseas (DEROS), and the Date you Returned From Overseas (DROS). It will also show your Advanced Assignment Location (HAAPIN), your Term of Service (TOSAD), your Gender (SEX), and Date of Birth (DOB).

	ATGTEST 00012	666000012	11/18/2003
PGRAD:			
PDOR:			
ENLOP:			
RENLOP:			
BASD:			
DTETS:			
AEA:			
YMAEAT:			
DEROS:			
DROS:			
HAAPIN:			
TOSAD:			
SEX:			
DOB:			

Note: To see definitions, click on data elements.

**SCREEN SHOWS MISCELLANEOUS INFORMATION INCLUDING GRADE, DATE OF RANK, ETC.**

# ASK NCOES INFORMATION PAGE

**U.S. ARMY HUMAN RESOURCES COMMAND**

PDL HOME PERSONNEL SPECIAL ACTION ASSIGNMENT TRAINING ASK AKO LOGOUT

**NCOES**

The Noncommissioned Officer Education System (NCOES) Information reflects your Military Educational Level [(MEL) the highest level of military training obtained] and Military Educational Status [(MES) enrolled, graduated, etc].

ATGTST 00012	666000012	11/18/2003
MEL		MES
X		1
PRIMARY LEADERSHIP DEVELOPMENT COURSE		GRADUATED

Note: To see definitions, click on data elements.

**SCREEN SHOWS NCO EDUCATION SYSTEM INFORMATION INCLUDING MILITARY EDUCATIONAL LEVEL AND MILITARY EDUCATIONAL STATUS**

# ASK SPECIAL ACTIONS STATUS SELECTION PAGE

**U.S. ARMY HUMAN RESOURCES COMMAND**

PDL HOME PERSONNEL SPECIAL ACTION ASSIGNMENT TRAINING ASK AKO LOGOUT

**SPECIAL ACTION**

This page will provide you access to screens that reflect your Special Action Status. The information is maintained by HRC.

ATGTEST 00012	666000012	11/19/2003
<ul style="list-style-type: none"><li>The Compassionate Reassignment Status screen shows the date your compassionate assignment request was submitted or received at HRC, the status of the request (approved/disapproved), and the effective date.</li><li>The Exceptional Family Member Program (EFMP) Enrollment Status screen reflects the date you enrolled in the program, the date your enrollment needs to be revalidated, the name of each family member, and their gender.</li></ul>		

**SELECTION SCREEN FOR  
COMPASSIONATE  
REASSIGNMENT OR  
EXCEPTIONAL FAMILY MEMBER  
STATUS**

# ASK COMPASSIONATE REASSIGNMENT STATUS INFORMATION PAGE

**U.S. ARMY HUMAN RESOURCES COMMAND**

PDL

HOME PERSONNEL SPECIAL ACTION ASSIGNMENT TRAINING ASK ARO LOGOUT

**COMPASSIONATE ASSIGNMENT**

The Compassionate Reassignment Status screen shows the date your compassionate assignment request was received at HRC, the status of the request (approved/disapproved), and the effective date.

ATGTEST 00012	666000012	11/19/2003
COMPASSIONATE ASSIGNMENT		
STATUS CODE: APPROVED	DATE RECEIVED: 20030101	STATUS DATE: 20030101

**SCREEN SHOWS APPLICABLE DATES  
FOR RECEIVED COMPASSIONATE  
REASSIGNMENT APPLICATION**

# ASK EXCEPTIONAL FAMILY MEMBER PROGRAM STATUS INFORMATION PAGE

**U.S. ARMY HUMAN RESOURCES COMMAND**

PDL HOME PERSONNEL SPECIAL ACTION ASSIGNMENT TRAINING ASK AKO LOGOUT

EFMP

The Exceptional Family Member Program (EFMP) Enrollment Status screen reflects the date you enrolled in the program, the date your enrollment needs to be revalidated, the name of each family member, and their gender.

ATGTST 00012 666000012 11/19/2003

The year and month when an individual's eligibility in the Exceptional Family Member Program needs to be revalidated: **200208** note: yyyy/mm

THE FOLLOWING FAMILY MEMBERS ARE ENROLLED

ENROLLMENT DATE	MEMBER NAME	SEX
20030101	BART SIMPSON	M
20030101	LIZA SIMPSON	M

**SCREEN SHOWS EXCEPTIONAL FAMILY MEMBER PROGRAM ENROLLMENT AND REQUIRED REVALIDATION DATES, AND MEMBERS**

# ASK ON ASSIGNMENT DATA PAGE



ON ASSIGNMENT DATA

Report Date	ATGTEST 00012	666000012	11/19/2003
Location			

SCREEN SHOWS ON  
ASSIGNMENT REPORT DATE  
AND LOCATION

# ASK TRAINING COURSE INFORMATION PAGE



## TRAINING COURSE INFORMATION

Course	Class Number	Start Date	End Date
512.27DC6	004	9/17/2003	9/21/2003
ANCOC	022	9/21/2004	1/10/2005

SCREEN SHOWS ON TRAINING  
COURSES, CLASS, START AND  
END DATES

## **UPDATING PREFERENCES**

- ASSIGNMENT PREFERENCES UPDATED THROUGH NEWLY DEVELOPED WEB APPLICATION CALLED “ASK”
- ACCESSED THROUGH HRC’S WEB SITE:  
[WWW.HRC.ARMY.MIL](http://WWW.HRC.ARMY.MIL)
- ABILITY TO UPDATE INFORMATION WITH HOME OR OFFICE COMPUTER VIA THE INTERNET
- USE ARMY KNOWLEDGE ONLINE (AKO) ACCOUNT PASSWORD TO GAIN ACCESS TO “ASK”
- SAM IS A NEW AUTOMATED TOOL THAT AUTOMATICALLY MATCHES SOLDIER QUALIFICATIONS AND PREFERENCES TO CURRENT OPEN REQUISITIONS